



Addendum 14: Outdoor Dining and Retail

Type I Minor Site Plan & Design Review

This addendum is required for outdoor seating, dining and retail space to be located on private property. The provisions do not apply to food carts, food cart pods or seating in the public right-of-way.

Complete any applicable additional addendums that may apply: Addendum 4: Landscaping, Addendum 5: Outdoor Lighting and Addendum 6: Pedestrian Circulation.

Include a site plan that shows the following:

- Footprint of the proposed outdoor area
- Building footprints and entrances
- Existing parking spaces
- Proposed vehicle circulation diagram
- Location of barricades around outdoor area
- Existing driveways

14.1 Eligibility

What is proposed for the outdoor space?

- ☐ Seating for an eating or drinking establishment
- ☐ Retail use: Merchandise or sales area
- ☐ Other: _____

Is any portion of the outdoor dining or retail proposed to be located outside of the parking lot?

- ☐ Yes ☐ No

If yes, describe: _____

Are new permanent structures proposed for the outdoor area? ☐ Yes ☐ No

Building permits and additional review are required for permanent structures or additions to buildings, such as awnings.

Staff only: Standards met? Yes No Not Applicable Initials _____

14.2 General

Temporary structures are required to be secured. Describe how tents, umbrellas or other shade structures will be secured to the ground or protected from movement: _____

Barriers are required to delineate and protect the dining/shopping area from the parking lot. Describe the material proposed for barricades: _____

Requirements	Check if YES	Check if NO	Staff Confirmation
No change to the vehicular ingress/egress of the site.			
If outdoor seating is provided, a minimum of one ADA seat is proposed.			
No use of ADA parking spaces or adjacent striping.			

Vertical clearance of 8 feet above walkways is maintained.			
Temporary, decorative, and seasonal lighting shall not produce a light output that exceeds sixty watts.			
No cords, structures, sails, covering, or similar materials cover or extend over vehicle maneuvering or parking areas.			
No new gravel, sand, or other surface materials.			
No chain link fencing, construction fencing, or pallets.			

14.3 Parking Lot

The number of parking spaces shall comply with the minimum and maximum standards listed below in Table 17.52.020.

Parking Requirements: Per 1,000 sq ft of net leasable area – unless noted otherwise

Land Use	Minimum	Maximum
Auditorium, Meeting Room, Stadium, Religious Assembly, Movie Theater	.25 per seat	0.5 per seat
Correctional Institution	1 per 7 beds	1 per 5 beds
Group Homes including Senior Housing, Congregate Care, Residential Care, Assisted Living, Nursing Homes	1 per 7 beds	1 per 5 beds
Hospital	2	4
Hotel, Motel	1.0 per guest room	1.25 per guest room
Light Industrial or Industrial Park	1.3	1.6
Manufacturing, Wholesale Establishment	1.6	1.67
Medical or Dental Clinic	2.7	3.33
Office	2.7	3.33
Restaurants, Retail Spaces, Shopping Centers	4.10 spaces per 1,000 sq ft net leasable area	5.00 spaces per 1,000 sq ft net leasable area
School: Elementary, Jr High	1 per classroom	1 per classroom + 1 per admin. employee + 0.25 per seat in auditorium, assembly room, stadium
School: Nursery, Preschool, Kindergarten	2	3
School: Sr High, College, Commercial	0.20 per # staff and students	0.30 per # staff and students
Sports Club, Recreation Facilities	Case specific	5.4
Storage Warehouse, Freight Terminal	0.3	0.4

A change in use within an existing habitable building located in the MUD Design District or the Willamette Falls Downtown District is exempt from additional parking requirements.

The required number of parking spaces may be reduced in the Downtown Parking Overlay District by 50%.

The minimum required number of stalls may be reduced by up to 10% when the property is adjacent to an existing or planned fixed public transit route or within 1,000 feet of an existing or planned transit stop.

Additional reductions may be allowed in the Type II Site Plan Process.

In the event that several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be calculated for the use proposing the outdoor area only.

Where calculation in accordance with the above list results in a fractional space, any fraction less than one-half shall be disregarded and any fraction of one-half or more shall require one space.

Does the proposal include changes to the number of on-site parking spaces? ☐ Yes ☐ No

If yes, Land Use: _____ Net Leasable Square Footage: _____

Refer to the parking requirements chart for the site's minimum and maximum parking spaces.

- a. Minimum # of parking spaces allowed: _____
- b. Maximum # of parking spaces allowed: _____
- c. Total # of parking spaces in lot: _____
- d. Total # of parking spaces that will be used for the outdoor dining or retail area: _____
- e. Total # of parking spaces that will NOT be used for the outdoor dining or retail area: _____

If the response to (e.) is not between or equal to the Minimum (a.) and Maximum (b.) requirements, Addendum 3: Parking Lots is required in addition to this form.

Staff only: Standards met? Yes No Not Applicable Initials _____

Note: There may be more information required once your application has been reviewed.